



CHIEF NATIONAL GUARD BUREAU INSTRUCTION

NG-J3/7

DISTRIBUTION: A

CNGBI 3300.01

20 March 2014

CHARTER OF THE NATIONAL GUARD JOINT READINESS WORKING GROUP


References: See Enclosure C.

1. Purpose. In accordance with (IAW) references a and b, this instruction establishes the National Guard (NG) Joint Readiness Working Group (JRWG).
2. Cancellation. None.
3. Applicability. This instruction applies to the Army National Guard (ARNG), Air National Guard (ANG), and the National Guard (NG) of the States, Territories, and the District of Columbia.
4. Policy.
 - a. This instruction implements the JRWG as an advisory group for the NG to fulfill the responsibilities for the development of policy, guidance, and the implementation of the use of the Defense Readiness Reporting System (DRRS).
 - b. Enclosure A outlines the roles of members on the JRWG, as well as processes related to communications.
 - c. Enclosure B outlines the functional responsibilities for each organization represented on the JRWG.
5. Definitions. None.
6. Responsibilities. See Enclosures A and B.
7. Summary of Changes. This is the initial publication of CNGBI 3300.01
8. Releasability. This instruction is approved for public release; distribution is unlimited. National Guard Bureau (NGB) directorates, The Adjutants General,

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the Commanding General of the District of Columbia, and Joint Force Headquarters-State (JFHQ-S) may obtain copies of this instruction through <<http://www.ngbpd.c.ngb.army.mil>>.

9. Effective Date. This instruction is effective upon publication and must be reissued, cancelled, or certified as current within five years of its publication.


FRANK J. GRASS
General, USA
Chief, National Guard Bureau

Enclosures:

- A -- Charter of the National Guard Joint Readiness Working Group
- B -- Functional Responsibilities
- C -- References

ENCLOSURE A

CHARTER OF THE NATIONAL GUARD JOINT READINESS WORKING GROUP

1. Background.

a. DRRS. DRRS is a web-based, collaborative, near real-time, capabilities-based, adaptive readiness system designed to measure and report the readiness of military forces and the supporting infrastructure to meet assigned missions. DRRS is also used to identify critical readiness capability gaps and deficiencies on the development of solutions, and ensure they are programmed in appropriate budgeting cycles.

b. DRRS assists the Secretary of Defense (SecDef), the Chairman of the Joint Chiefs of Staff (CJCS), Combatant Commanders, Service Chiefs; the Chief of the National Guard Bureau (CNGB) and other subordinate leaders in making strategic and operational decisions IAW references a through f.

c. JRWG Role.

(1) The JRWG will assist the NG Domestic Operations and Force Development directorate (NG-J3/7) in providing joint readiness analysis and DRRS training for the NG Joint Staff (NGJS). The JRWG will also develop NG readiness reporting guidance to comply with CJCS guidance to report NG readiness in DRRS, and facilitate participation in the Joint Training System.

(2) The JRWG consists of actions officers (AO), who are subject matter experts, from the ANG, ARNG, JFHQ-State, and NGJS to collaborate and propose solutions related to strategic and operational readiness issues in the NG. AO's will provide guidance and recommendations for the implementation of DRRS and matters related to joint readiness. The JRWG will review these readiness tactics, techniques and procedures, and make recommendations based on JRWG meeting discussions and committee findings.

2. Membership.

a. JRWG membership consists of AOs from the ANG, ARNG, the Office of the Chief of the National Guard Bureau, and NGJS. Members will be selected by the directors of the above mentioned staffs, and names will be provided to the NG-J3/7 Future Operations Division (NG-J35) point of contact (POC).

b. Membership will be continuous. Members are replaced only at the direction of the respective staff element. Directors may maintain multiple representatives, but will name a primary POC and designate an alternate.

c. Members or alternates will attend all meetings, briefings, and workshops. When a staff element representative or alternate is re-assigned, the Director, NG-J3/7 or his or her designated representative will be notified and the affected staff element will identify a replacement.

ENCLOSURE B

FUNCTIONAL RESPONSIBILITIES

1. Meetings. JRWG meetings will initially convene every two weeks at the direction of NG-J3/7.

2. Roles and Responsibilities.

a. NG-J35. NG-J35 will:

(1) Serve as the NGJS office of primary responsibility (OPR) for the development of readiness policy and procedures outlined in this charter.

(2) Chair JRWG meetings.

(3) Provide leadership, and define readiness reporting requirements, call meetings, capture decisions and maintain the content of each meeting.

(4) Develop and approve way ahead (goals, objectives, and tasks), and produce a set of notes and send them to each JRWG member.

(5) Develop and submit for approval, a DRRS program of instruction and curriculum for the NG.

(6) Lead JRWG in developing methodology and points of integration for DRRS assessments into a Program Objective Memorandum Build, Program Budget Review, NGB Budget Execution, and the Chairman's Joint Assessment, as well as Capability Gap Assessments.

b. Members. All members will:

(1) Actively represent their organization in the JRWG.

(2) Respond to taskings, conduct staff training, and ensure readiness assessments are completed in a timely manner.

3. Rules.

a. The JRWG will communicate periodically with the 54 States, Territories and District of Columbia to ensure current and future domestic preparedness deficiencies and capabilities are identified, well-defined, and given emphasis in the establishment of joint capabilities and programmatic priorities.

b. Every effort will be made to resolve readiness issues within the JRWG at the AO level. Unresolved issues will be staffed through NG-J3/7.

4. Results. NG JRWG outputs will be to:

a. Fully staff and approve Joint Mission Essential Task Lists for the NGJS, JFHQ-S, Homeland Response Force; Chemical, Biological, Radiological, and Nuclear Enhanced Response Force Package, Weapons of Mass Destruction Civil Support Teams, and other joint entities that require NGB to provide standardization for the purpose of reporting readiness in DRRS.

b. Agree upon plans of action and milestones for the establishment and modification of joint organizations from unit identification code authorization through mission assignment (only when readiness reporting in DRRS is affected).

c. Publish NG readiness policies and guidance.

d. Create periodic reports to be reviewed and edited through the Director, J3/7, The Special Assistant to the CNGB, and the Vice Chief of the National Guard Bureau. Reports are approved by the CNGB for submission to the CJCS's Joint Forces Readiness Review and the SecDef Quarterly Readiness Report to Congress.

e. Submit readiness deficiencies to the NG Resource Management and Comptroller directorate for inclusion in the programming, planning and budgeting process.

ENCLOSURE C

REFERENCES

- a. CJCS Instruction 3401.02B, 31 May 2011, “Force Readiness Reporting”
- b. CJCS Instruction 3401.01E, 13 April 2010, “Joint Combat Capability Assessment”
- c. DoD Directive 7730.65, 03 June 2002, (certified current 23 April 2007), “Department of Defense Readiness Reporting System (DRRS)”
- d. DoD Instruction 7730.66, 08 July 2011, “Guidance for the Defense Readiness Reporting System (DRRS)”
- e. DoD Directive 5025.01, 26 September 2012, “DoD Directives Program”
- f. DoD Directive 5105.04, 06 August 2007, “Department of Defense Federal Advisory Committee Management Program

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ANG	Air National Guard
AO	Action Officer
ARNG	Army National Guard
CJCS	Chairman of the Joint Chiefs of Staff
CNGB	Chief of the National Guard Bureau
DRRS	Department of Defense Readiness Reporting System
IAW	in accordance with
JFHQ-S	Joint Force Headquarters-State
JRWG	Joint Readiness Working Group
NG	National Guard
NGB	National Guard Bureau
NG-J3/7	Domestic Operations and Force Development
NG-J35	Future Operations Division
OPR	Office of Primary Responsibility
POC	Point of contact
SecDef	Secretary of Defense

PART II. DEFINITIONS

(NONE)